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December 31, 1998
(BY FAX)

Howard Gurmankin, Investigator
U.S. Equal Employment Opportunity Commission
The Bourse, Suite 400
21 S. Fifth Street
Philadelphia, PA 19106-2515

Re: Barbara E. Varner, Docket 170981689

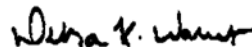
Dear Mr. Gurmankin:

As a follow-up to our conversation regarding your recommendation of dismissal of my client's charge against Cumberland County, I am sending you a number of documents provided by my client to substantiate that she is paid by the county, she has been issued a county i.d. badge, she receives a Cumberland County Employee Performance Review, and she has been given a County Personnel Policy Manual to follow.

Consequently, I believe that there is a serious question about who is the employer here. Under the circumstances, the dismissal of the charge is inappropriate. If the employer needs to be clarified, that can certainly be done, if necessary, after investigation. My client has waited so very long on this matter that she should not have to start the process again.

Please call me if you have questions or if I can assist in any way.

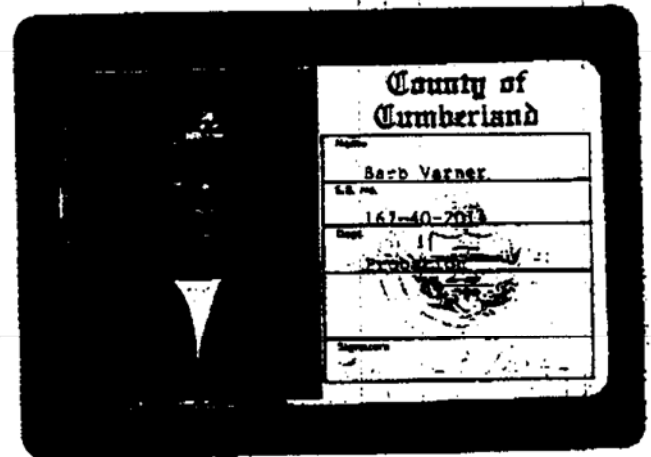
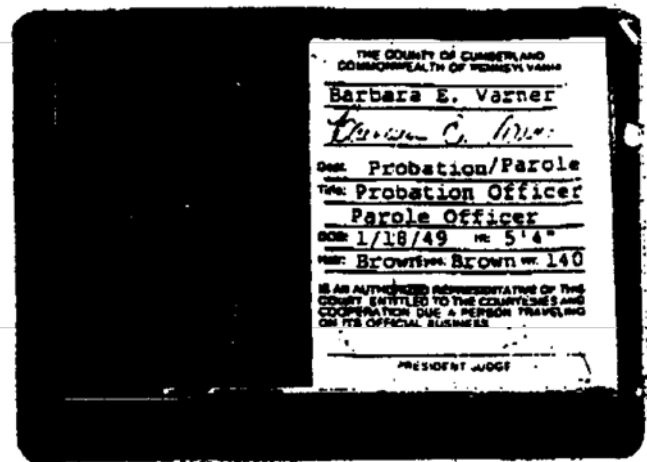
Sincerely yours,



Debra K. Wallet

DKW/s
Encl. (4)
cc: Barbara E. Varner

910234



GENERAL INFORMATION		TYPE REPORT	
		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> INTERIM	
EMPLOYEE NAME BARBARA VARNER		FUNDING AGENCY	EMPLOYEE SOCIAL SECURITY #
CLASS TITLE PROBATION OFFICER I 16C \$28,801/14.77		<input type="checkbox"/> SUPERVISOR <input type="checkbox"/> NON-SUPERVISOR	STATUS <input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> NCS
ORGANIZATION PROBATION		RATING PERIOD FROM 12/04/95 TO 12/04/96	
GENERAL INSTRUCTIONS			
<p>Verify/Complete General Information. Indicate whether employee is a supervisor or non-supervisor.</p> <p>Review the employee's job description for the rating cycle. Review/discuss job standards (expectations/objectives/duties), to ensure appraisal relates to the specific responsibilities, job assignments and standards which have been conveyed to the employee for the rating cycle. Update the job description and essential job functions for the next rating cycle.</p> <p>Indicate when you conveyed job standards to the employee and when progress review(s) was conducted.</p> <p>Base the appraisal on the employee's performance during the entire review period, not isolated incidents or performance prior to current review period.</p> <p>The comments sections should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. Comments MUST be provided for outstanding, needs improvement and unsatisfactory ratings, but are highly recommended for all other ratings. (ATTACH ADDITIONAL 8 1/2 x 11 PAPER IF NEEDED.)</p>			
PERFORMANCE RATING DEFINITIONS			
<p>Outstanding: Results are achieved on a consistent basis and significantly surpass job standards.</p> <p>Commendable: The employee clearly exceeds job standards on a regular basis and demonstrates a high degree of initiative and quality of work.</p> <p>Satisfactory: The employee meets the standards of the employee's job in a fully adequate manner.</p> <p>Needs Improvement: The employee meets many of the standards of the employee's job in a satisfactory manner.</p> <p>Unsatisfactory: Excessive performance deficiencies exist and must be corrected.</p>			
COMMUNICATION RATING DEFINITIONS			
<p>1. Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employee on <u>18 Nov 1995</u> (date(s))</p> <p>2. Progress Review(s) was conducted on <u>8 Nov 96</u> (at least one during rating cycle) (date(s))</p>			

910238

CUMBERLAND COUNTY
PERSONNEL POLICY MANUAL

